

**DUTY STATEMENT**

<b>Classification:</b> Energy Analyst	<b>Position No.</b> 6200-5837-xxx
<b>CBID:</b> R10	<b>Office:</b> Demand Analysis Office
<b>Date Prepared:</b> October 9, 2014	<b>Division:</b> Energy Assessments Division
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

Under the direct supervision of the Energy Commission Supervisor II (FO), the incumbent serves as part of an interdisciplinary team preparing economic and statistical analyses of transportation energy markets and forecasts of transportation energy demand. The incumbent performs a variety of consultative and analytical tasks of average difficulty using proprietary forecasting computer models and other software applications to analyze data and prepare technical reports and analytical assessments of transportation energy markets.

**WORKING CONDITIONS:**

The work is performed primarily in an office, conference room, and hearing room environment and may require standing and walking, as well as sitting for long periods of time. Work area is well lighted and ventilation is adequate. The noise level may be high. The candidate must work well with people inside and outside the Energy Commission, including members of the general public. Some travel may be required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight-hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx, and Internet.

**DUTIES AND RESPONSIBILITIES:**

- 40% Assist in gathering and analyzing data inputs used in the Energy Commission's proprietary transportation energy demand forecasting model. Use various analytical tools, including computer simulation models, in forecasting transportation energy demand to develop expertise regarding the various sectors of transportation energy. Work with other staff to improve transportation energy forecasting tools and methodologies. (E)
- 30% Assist in collecting and preparing data into formats compatible with those used by the various transportation fuels forecasting models. Work with internal and external parties in making improvements and changes to data used in the models. (E)

VACANT  
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- 15% Perform basic analyses relating to transportation energy markets, transportation energy demand forecasting, and transportation energy sectors. Assist senior team members in the preparation of economic and statistical analyses of transportation energy markets, and technical reports and analytical assessments regarding transportation energy sectors. (E)
- 10% Prepare and disseminate information on data, methods, assumptions, and transportation energy demand for Energy Commission management, Commissioners, and the general public. (E)
- 5% Other duties as required consistent with the specification of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>VACANT</span> <span>Date</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Energy Analyst</span> <span></span> </div>	<div style="border-bottom: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> <span>REGINA STRECKER</span> <span>Date</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Energy Commission Supervisor II (FO)</span> <span></span> </div>